



Indian Institute of Management  
Ahmedabad

**High Quality Research Writing Consulting Editor  
For Research and Publications Office at IIM Ahmedabad**

**Job Description:**

- To provide Editorial Support to the scholars at the Institute.
- To provide timely feedback on writing quality and linguistic aspects, proof reading & formatting support for research writing.
- To create and maintain systems and processes for editing research writing activities at the centre.
- To add value to the institute's writing output by organizing research writing and editing workshops.

**Requirements:**

- Ability to work in online content management systems (familiarity with MS office tools), good at working with deadlines, and having a keen eye for detail.
- Knowledge of academic writing formats (e.g., APA style 6-7<sup>th</sup> edition) preferable.
- Excellent interpersonal, organizational, and communication skills; a self-starter.
- High motivation with a sense of self-discipline and entrepreneurial interests
- Scientific writing evidence in the form of published works in journals and/or conference proceedings.

**Qualification and Experience:**

- Master's degree or higher in Management Science or related science, with excellent English-language skills.
- At least five years' editing experience in management journals publishing industry or similar. Having thorough understanding of the publishing processes – especially, editorial, and production.

**Tenure:** The appointment will be initially on part time basis for 6 months with a potential for extension based on performance.

**Compensation:** Commensurate with experience.

**Last date to apply: July 21, 2021**

Interested candidates may please fill-in the google form and upload the CV latest by **July 21, 2021** through the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSfL0HdnGdafTJdJ25IQMC6P6688WElyRR6Q5Vtm2dK\\_2DeK9A/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfL0HdnGdafTJdJ25IQMC6P6688WElyRR6Q5Vtm2dK_2DeK9A/viewform?usp=sf_link)

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